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# The 1994 MTAS Publications Catalog

Municipal Technical Advisory Service

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# The 1994 MTAS Publications Catalog



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The University of Tennessee  
Municipal Technical Advisory Service  
in cooperation with the  
Tennessee Municipal League  
June 1994


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## What's MTAS?

If you're an official of a Tennessee town or city, MTAS is *your* resource. The Municipal Technical Advisory Service, an agency of The University of Tennessee's Institute for Public Service, is essentially a pre-paid consulting firm at work for Tennessee municipalities. We provide technical assistance to cities and towns across the state — their governing bodies, mayors, city managers, and other officials. MTAS consultants help you develop practical, individual solutions to technical problems. MTAS was established in 1949 by the Tennessee General Assembly and we work in cooperation with the Tennessee Municipal League.

MTAS sponsors and administers research projects directly involving municipal administrative problems; produces publications on a wide range of municipal topics; houses in Knoxville a nationally known technical reference library; and is a clearinghouse for information on a broad range of municipal issues.

MTAS consultants, all with prior experience in local government, deliver our technical assistance services. We maintain regular contact with city officials, providing suggestions, ideas, and information through field visits or telephone conversations. This personal touch is an important part of our total MTAS effort to provide practical assistance when you need it. Some services are provided on a regular basis and others to fulfill one-time requests. The organization is divided into several function areas: municipal management, finance and accounting, law, fire, public works, wastewater management, personnel, and communications.



## What MTAS Publishes

*Technical Bulletins* are information briefs covering a variety of topics. They are 1 to 12 pages and contain timely information. Not as timely, however, as *Hot Topics*, produced quickly and mailed first class to all Tennessee cities when a "hot" issue requires your immediate attention or response. Some *Hot Topics* are listed below.

MTAS also publishes a variety of other publications, from concise brochures to in-depth analyses of specific issues, including reports, directories, guides, surveys, and handbooks.

This catalog lists available publications by topics. Prices are for requests from non-government agencies.



## Hot Topics

#6 *The 1993 MTAS Salary and Fringe Benefit Survey* March 30, 1994

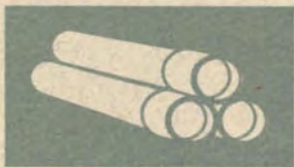
#5 *Laws Governing City Budgets Changed* March 17, 1994

#4 *Attention Cities — Heads Up On Solid Waste!* February 18, 1994

#3 *Annexation Always a "Hot Topic" in Tennessee Cities and Towns* February 7, 1994

#2 *IRS Rules Change Regarding Diesel Fuel Purchases* January 13, 1994

#1 *State Revises Travel Reimbursement Rates* December 23, 1993



## Engineering And Public Works

*Bid Data On Current Municipal Public Works*, Edward Archer, 99 pages, 1993 (1994 in production).

*Building Support For Increasing User Fees*, published in cooperation with the U.S. Environmental Protection Agency, Sharon Rollins, 17 pages, 1989.

*Cities And The Hazardous Chemical Right-To-Know Law*, A Technical Bulletin, Harold Yungmeyer, 1990, \$2.

*Civil Penalties For Wastewater Pretreatment Violations*, A Technical Bulletin, Edward Archer, 1990, \$2.

*Drainage Management*, Frank Kirk, 115 pages, 1986, \$10.

*EPA Regulations On Contractor Retainage Interest Change*, A Technical Bulletin, Edward Archer, 1991, \$2.

*Finding Money For Municipal Water And Wastewater Projects In Tennessee*, published in cooperation with the U.S. Environmental Protection Agency, Sharon Rollins, 24 pages, 1990 (update in production).

*Grease Traps*, A Technical Bulletin, Sharon Rollins, 1991, \$2.

*Local Government Fleet Assessment*, Frank Kirk, 105 pages, 1990, \$20.

*Local Government Public Works Standards And Specifications* (at the printer), Edward Archer, 359 pages, 1994, \$100.



*New Driver License Requirements For Commercial Vehicles Are Now In Place*, A Technical Bulletin, Joseph Muscatello, 1989, \$2.

*New State Law Gives Teeth To Local Governments In Enforcing Sewage Pretreatment Programs*, A Technical Bulletin, Sharon Rollins, 1987, \$2.

*Petroleum Underground Storage Tanks — What You Need To Know Now*, published in cooperation with the County Technical Assistance Service, M. Elizabeth McCroskey, 20 pages, 1991, \$10.

*Tennessee Environmental Legislation Of 1991: Solid Waste Management And Environmental Fees*, A Technical Bulletin, Joseph Ahler, Geneil Hailey, and Ron Fults, 1991, \$2.

*Urban Forestry: Assistance Available To Tennessee Cities*, A Technical Bulletin, Ann O'Connell, 1992, \$2.

*Wastewater Technical Assistance: It Works In Tennessee*, published in cooperation with the U.S. Environmental Protection Agency, Sharon Rollins, 14 pages, 1988, \$15.

*Work Order Systems Mean Better Financial Management*, A Technical Bulletin, Alan Major, 1993, \$2.



## Finance And Accounting

*Basics Of A Water And Sewer Rate Study*, Joseph Muscatello, 87 pages, 1984, \$15 (update in production).

*Budget Manual For Tennessee Cities* (in production), M. Michael Tallent, \$25.

*General Fixed Asset Accounting*, C. Richard Phebus, 20 pages, 1992, \$5.

*Get Your Share Of The Local Option Sales Tax And Hall Income Tax: Request A Situs Report*, A Technical Bulletin, M. Michael Tallent, 1991, \$2.

*Hotel/Motel Tax In Tennessee Municipalities*, A Technical Bulletin, C. Richard Phebus, 1991, \$2.

*Improving Financial Responsibility Through Budget Amendment Control*, A Technical Bulletin, W. Ken Joines and Thomas Brant, 1988, \$2.

*IRS Regulations On Personal Use Of City-owned Vehicles: Complying With The Final 1989 Rules*, A Technical Bulletin, Mark Pullen, 1994, \$2.

*Method Of Revenue Enhancement Verifying Local Option Sales Tax Distribution*, Harold Yungmeyer, 25 pages, 1989, \$15.

*Municipal Water/Wastewater/Garbage Rate Survey Report 1994*, Andrew Hochstetler (available July 1994).

*New Rules On Insurance Coverage On Municipal Funds In FDIC-Insured Banks*, A Technical Bulletin, Sidney Hemsley, 1985, \$2.

*Public Chapter 509 Slaps Cuffs On Utility Revenues*, A Technical Bulletin, Alan Major, 1994, \$2.

*Purchasing Guide For Tennessee Municipalities*, James Leuty and Harold Yungmeyer, 88 pages, 1992, \$15.

*Revenue Manual For Tennessee Cities*, William J. Finane, 39 pages, 1985, \$15.

*State And Federal Petroleum Tax Refunds (Revisited)*, A Technical Bulletin, C. Richard Phebus, 1991, \$2.

*State Street Aid Fund Expenditures — On The Road To Understanding*, W. Ken Joines, 12 pages, 1994, \$10.

*Utility Manual: Ideas and Alternatives For Addressing Water And Sewer Fund Issues*, W. Ken Joines, 28 pages, 1989, \$10.



## Information Management And Communications

*Directory Of Tennessee  
Municipal Officials*, 276 pages, 1994, \$50.

*Good Service Request Systems Keep Customers  
Happy*, A Technical Bulletin, Beth Birmingham,  
1992, \$2. (*Work Order Systems Mean  
Better Financial Management*, listed in the  
engineering and public works section of this  
catalog, also offers customer service infor-  
mation.)

*Working With The News Media: A Guide For  
Tennessee Municipalities*, Jacqueline Kersh,  
100 pages, 1985, \$10.



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## Law

*Annexation Handbook*, Eugene Puett, 130 pages, 1985, \$15 (update in production).

*At-Large Electoral Systems And Voting Rights*, A Technical Bulletin, Sidney Hemsley, 1991, \$2.

*Attention General Law Mayor-Aldermanic Municipalities: Your Revised Charter Is Effective July 1*, A Technical Bulletin, Leslie F. Shechter and T. Randy Williams, 1991, \$2.

*City Attorney's Guide To Distance Restrictions In Beer Regulations*, A Technical Bulletin, Sidney Hemsley, 1990, \$2.

*Community Service Offenders*, Sidney Hemsley, 19 pages, 1989, \$15.

*Doing An Annexation Study — A How-To Guide*, Harold Yungmeyer, 46 pages, 1992, \$10.

*Eminent Domain In Tennessee: A City Attorney's Guide*, James Murphy, 65 pages, 1992.

*Federal Courts Fold, Spindle, And Mutilate Sexual Harassment*, Sidney Hemsley, 38 pages, 1987, \$15.

*General Assembly Decides On Tort Immunity For Officials And Employees And Enacts New Tort Limits*, A Technical Bulletin, Dennis Huffer, 1987, \$2.

*Getting To Know (And Maybe Love) Your Municipal Charter*, Sidney Hemsley, 23 pages, 1992, \$15.

*Leases And Lease-Purchase Agreements*, Sidney Hemsley, 8 pages, 1985, \$2.

*A Look At The Americans With Disabilities Act — A Guide To Compliance For Tennessee Local Governments*, 3rd edition, Leslie F. Shechter and Marie Allen Murphy, 62 pages, 1992.

*Ordinance Prohibiting Brown Bagging In Beer Taverns Upheld*, A Technical Bulletin, Don Ownby, 1991, \$2.

*Public Acts And The Legislative Process In Tennessee*, Dennis Huffer, 20 pages, 1985, \$2.

*Public Meeting, Open Records Laws*, A Technical Bulletin, Mark Pullen, 1992, \$2.

*Public Official's Guide To Measuring Distance Restrictions In Beer Regulations*, A Technical Bulletin, Sidney Hemsley, 1991, \$2.

*Satellite Dishes: Regulation Is No Simple Task*, A Technical Bulletin, Sidney Hemsley, 1993, \$2.

*Summary Of Public Acts Of Interest To Municipal Officials*, Dennis Huffer, \$15. Issued after each session of the Tennessee General Assembly.

*Unemployment Compensation: Premium Paying Versus Reimbursing*, Dennis Huffer, 18 pages, 1988, \$15.

*What About Pit Bulls?* Don Ownby, 73 pages, 1988, \$15.





## **Municipal Management**

*1990 Census Update, A Technical Bulletin*, W. Joseph Walsh, 1991, \$2.

*Conducting A Special Census, A Technical Bulletin*, Carol C. Hewlett and Judith D. Forkner, 1992, \$2.

*Guide To Records Management For Tennessee Municipalities*, Amy Snyder McCabe, 95 pages, 1985, \$20.

*How To Conduct A City Council Meeting*, 5 pages, 1991, \$2.

*Incorporation: Things To Consider Before And After* (in production), Patrick Hardy, \$15.

*Mutual Aid And Emergency Assistance: An Update, A Technical Bulletin*, from the staff of the Tennessee Municipal League Risk Management Pool, 1992, \$2.

*Overview: The Tennessee City Recorder*, published in cooperation with the County Technical Assistance Service, 102 pages, 1990, \$20.

*Records — What To Save, What To Toss, And When*, Harold Yungmeyer, 11 pages, 1992.

*Special Censuses: Ruminating About Enumerating?* Rebecca G. Crowder with Mary Beatty, 36 pages, 1994, \$25.

*Surplus Property Disposal, A Technical Bulletin*, Sidney Hemsley, 1990, \$2.

*Surveying Citizens: A Handbook For Municipal Officials Who Want To Know What Their Citizens Think*, David H. Folz, 89 pages, 1994, \$25 (available in August 1994).

*Tennessee Contractors Licensing Act And Why Your City's Building Inspector Could Go To Jail*, A Technical Bulletin, Leslie F. Shechter and T. Randy Williams, 1991, \$2.

*Tennessee Municipal Handbook*, 4th edition, Victor C. Hobday, 115 pages, 1987, \$10 (update in production will be \$50).

*What Every City Needs: A Checklist For Tennessee Municipalities*, William J. Finane, 3 pages, 1988 (update in production).



## Personnel

*Cities Should be Aware Of Veterans Reemployment, A Technical Bulletin,*

Joseph Muscatello, 1990, \$2.

*The Family And Medical Leave Act — A Guide For Local Governments,* published in cooperation with the County Technical Assistance Service, M. Elizabeth McCroskey, 39 pages, 1993.

*Group Insurance For City Personnel, A Technical Bulletin,* Don Ownby, 1988, \$2.

*Guide To Compliance With The Fair Labor Standards Act For Tennessee Municipalities,* Richard Ellis, 95 pages, 1986, \$20.

*Mandatory Medicare Coverage For Newly Hired State And Local Workers, A Technical Bulletin,* Richard Stokes, 1987, \$2.

*Maternity Leave In Tennessee, A Technical Bulletin,* Richard Stokes, 1992, \$2.

*Minimum Wage Changes, A Technical Bulletin,* Richard Stokes, 1990, \$2.

*Recruitment And Selection Of Managerial And Professional Personnel,* Thomas Brant, 89 pages, 1989, \$15.

*Salary And Fringe Benefits Survey Of Tennessee Municipalities, A Hot Topic* updated annually, Richard Stokes, 1994.

*Smoking In The Workplace, A Technical Bulletin,* Richard Stokes, 1991, \$2.

*Social Security Coverage For Local Government Employees, A Technical Bulletin, C. Richard Phebus, 1991, \$2.*

*Veterans Reemployment Rights, A Technical Bulletin, Leslie F. Shechter, 1992, \$2.*

*Workplace Substance Abuse: What Employers Can Do, Richard Stokes, 20 pages, 1989, \$15.*





## **Public Safety Management**

### *Business Of Crime: Research Findings*

*Reveal Economic Motives, A Technical Bulletin, Philip Keith, 1989, \$2.*

*Fire (And Police) Departments Liable For Negligent Response, A Technical Bulletin, Sidney Hemsley, 1991, \$2.*

*Managing Liability Exposure: A Model For Law Enforcement, Philip Keith, 17 pages, 1989, \$15.*

*New Law Changes The Definition Of Police Officer And Sets Standards For Auxiliary/Reserve Officers In Tennessee, A Technical Bulletin, Joseph Muscatello, 1991, \$2.*

*Police Bill Of Rights: Not For Everyone, A Technical Bulletin, Dennis Huffer and Richard Stokes, 1989, \$2.*

*Police Response To Domestic Violence, Philip Keith, 19 pages, 1988, \$15.*

*Procedures For Issuance Of Ordinance Summonses In Lieu Of Arrest Warrants, A Technical Bulletin, Dennis Huffer and T. Randy Williams, 1987, \$2.*

*Weapons Retention, Philip Keith, 15 pages, 1989, \$15.*



## Brochures

*Helping Tennessee Cities Move Ahead — The University of Tennessee Municipal Technical Advisory Service*, 10 pages, 1993.

*Municipal Technical Advisory Service* information brochure, 1992.

*MTAS/CGT Staff Directory* (with consultant photographs), 1993.

*Center for Government Training* information brochure, 1991.

*University Of Tennessee Municipal Training (UTMT)* course information, 1991.



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